



Payment Plans - Frequently Asked Questions

Q: What are the enrollment dates for the Payment Plans offered by San Diego City, Mesa, and Miramar College?

A: The Spring 2024 payment plan enrollment period is from 11/6/23 to 2/9/24. Fall 2023 payment plan enrollment ended on 9/1/23.

Q: How do I know if I am eligible to enroll in a Payment Plan?

A: Eligibility requirements to enroll in a payment plan:

- A minimum balance of \$250 in a term is required to sign up for a payment plan for that term
- Payment plans are not available to students with anticipated financial aid or veterans benefits
- International students are not eligible to enroll in a payment plan
- Students enrolled in a prior term payment plan that is in delinquent status are not eligible

Q: How do I enroll in a Payment Plan?

A: If the student meets the eligibility requirements, the student may follow these steps to enroll in a payment plan: [How to sign up for a payment plan](#)

- Log into the student portal: myportal.sdccd.edu
- Under the My Finances section on the left navigation, click Make a Payment
- In the Account Summary section, click Make a Payment again
- To the left of the green Make Payment button, click on Enroll in a Payment Plan button
- Follow the prompts to enroll in the payment plan
- There is a \$25 non-refundable fee and a 20% down payment due at sign up

Q: What fees are charged for enrolling in a San Diego City, Mesa, or Miramar College Payment Plan?

A: There is a \$25 non-refundable fee and a 20% down payment due at sign up.

Q: How do I purchase a parking permit if I am on a Payment Plan?

A: Students on a payment plan are required to contact the Student Accounting Office to purchase a parking permit (students with a balance on their account cannot purchase permits online).

City College Student Accounting
cityacctg@sdccd.edu

Mesa College Student Accounting
mestuact@sdccd.edu

Miramar College Student Accounting
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Q: If I sign up for a Payment Plan then receive Financial Aid or Veterans benefits, will I receive a refund for the \$25 Payment Plan fee?

A: The \$25 fee is not refundable if a student signs up for a payment plan and later becomes eligible for financial aid or veterans benefits.



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Q: Can I enroll in a Payment Plan if I have Financial Aid or anticipated Financial Aid? How does that affect my payment plan?

A: No, if you are a financial aid student with anticipated aid on your account, you are not eligible to enroll in a payment plan. Financial aid awarded after the initiation of a payment plan will apply to your next installments, successively.

Q: Can I enroll in a Payment Plan if I have Veterans benefits (e.g., Chapter 31 Disabled Veterans or Chapter 33 Post 9/11)? How does that affect my payment plan?

A: No, if you are a veteran student that has been certified by the Veterans Office for the current term, you are not eligible to enroll in a payment plan. Veterans benefits applied to your account after the initiation of a payment plan will apply to your next installments, successively.

Q: What happens if I add classes while I am on a Payment Plan?

A: When you add a class, monthly installment amounts will increase. If your next installment is due within 14 days, your new payment amount will take effect on the following month's installment.

Q: When will my payment post to my student account?

A: Student payments are posted immediately when a payment is processed successfully.

Q: If I am late or miss paying an installment, will I be charged late fees?

A: No, however if there is a balance remaining on your payment plan after the last installment date has passed, a registration hold will be placed on your account and you will not be able to enroll in any future payment plans until the balance is paid.

Students will receive a reminder email 3 days prior to the installment due date stating that the monthly installment is due.

Q: If I am late or miss paying an installment, will I be dropped from my classes?

A: No, however if there is a balance remaining on your payment plan after the last installment date has passed, a registration hold will be placed on your account and you will not be able to enroll in any future payment plans until the balance is paid.

Students will receive a reminder email 3 days prior to the installment due date stating that the monthly installment is due.

Q: Can I set up automatic credit/debit card payments for my Payment Plan?

A: Yes or students may choose to make manual payments on their installment dates.

Q: What payment methods can I use when enrolling in my San Diego City, Mesa, or Miramar College Payment Plan?

A: You may sign up for a payment plan and pay via credit card (Visa, MasterCard) or debit card with a Visa or MasterCard logo. You may make a one-time payment as well as using the same payment methods.



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Q: Will I receive a reminder notice when my installments are due?

A: Yes, students will receive a reminder email 3 days prior to the installment due date stating that the monthly installment is due.

Q: What if I no longer want to attend classes after registration?

A: It is the student's responsibility to drop classes within the refund period for the charges to be removed from their payment plan. Note: the \$25 payment plan fee is non-refundable.

You may verify refund deadlines here:

<https://www.sdccd.edu/students/dates-and-deadlines/>

Q: Who do I contact to verify that I dropped my classes within the refund period?

A: You may email the Student Accounting Office at your college to ensure that you are no longer enrolled and that you are removed from your payment plan. Please do not assume your registration and/or payment plan will be automatically dropped or cancelled for non-payment.

Note: The \$25 payment plan fee is non-refundable.

Q: What will happen to my payment plan installments if I drop my class(es) within the refund period?

A: Anytime you have eligible payments or other new credits, your installment amounts will decrease. Balances on your student account recalculate overnight. If you do not see changes right away, check your account again in 24 hours.

Q: Does San Diego City, Mesa, or Miramar College charge a credit card service fee if I use my credit card to enroll in a Payment Plan?

A: No, but there is a \$25 non-refundable payment plan fee that is not a credit card service fee.

Q: Can I enroll in a Payment Plan before I have an account balance for the semester?

A: No, students must have a minimum balance of \$250 in a term to be able to sign up for a payment plan.

Q: Can I make an installment payment by check if I signed up for a Payment Plan?

A: Yes, you must contact the Student Accounting Office prior to paying by check.

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Q: Can I pay by cash if I signed up for a Payment Plan?

A: You must contact the Student Accounting Office prior to paying by cash.

Q: Who do I contact with San Diego City, Mesa, or Miramar College Payment Plan questions?

A: For questions about payment processing, call TouchNet support at (833) 269-3675.
TouchNet support hours: Monday – Friday 5:00am to 5:00pm

For questions regarding your SDCCD account, contact the Student Accounting Office.

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